

**MARBLEHEAD HOUSING AUTHORITY**  
**JOB DESCRIPTION FOR THE POSITION OF EXECUTIVE DIRECTOR**

**DATE:** January 28, 2016  
**DEPARTMENT:** Administration  
**REPORTS TO:** Board of Commissioners  
**SUPERVISES:** Management and Administrative Staff

**PURPOSE:**

To provide the leadership and management of the planning, organizing, staffing, direction and control functions of the Marblehead Housing Authority. Interprets and implements policies approved by the Board and is responsible for the administration of the Board's policies. The position conforms to a Contract between the Board and the Executive Director.

**I. ESSENTIAL TASKS OF THE POSITION**

**A. Interprets, implements and administers the policies of the Board of Commissioners and all applicable state housing regulations.**

1. Conforms to the requirements of the Contract in force between the Executive Director and the Board of Commissioners.
2. Supervises the preparation of all material to be reviewed by and to be acted upon by the Board.
3. Acts as secretary to the Board, maintaining appropriate minutes, files and records.
4. Determines appropriate course(s) of action related to adopted policies and procedures.
5. Approves all correspondence, notices and directives dealing with policies issued by the Board for clarity and soundness.
6. Represents the Authority and maintains liaison with regulatory agencies, local officials and community-based organizations, interpreting and explaining the Authority's programs, policies, services, needs and other matters of mutual interest.
7. Attends, on a consistent basis, meetings, workshops, conferences, seminars and other sessions, in order to gain first-hand knowledge of new or improved housing programs in the public and private sector.
8. Keeps informed of changes and innovations in the housing field as to matters of policy and operation.
9. Prepares reports for internal and external use.
10. Acts as the Authority's Public Relations Officer clearing all external statements, reviews and policies before being released to media.
11. Acts as the Authority's Personnel Officer assuring that all personnel policies, procedures, position descriptions and general personnel practices conform to all applicable statutes.
12. Acts as the Authority's Contracting Officer.

13. Makes recommendations to the Board on adoption of new policies and changes to existing policies.
14. Acts as the Authority's Affirmative Action and Contract Compliance Officer.

**B. Provides for the administration, leadership and management of the Authority.**

1. Prepares and presents to the Board for approval and subsequently administers and controls the conditions outlined in the Annual Contribution Contracts, annual budgets and other supplemental budgets.
2. Selects, appoints, disciplines, promotes, transfers and terminates all Authority employees according to Board policy as amended from time to time.
3. Supervises and monitors the performance of all Authority employees.
4. Responsible for the final review and approval of all work programs.
5. Receives bids for Board approval and executes contracts for work by others and monitors work in progress for compliance with contractual provisions.
6. Supervises management and control of the Authority payables, receivables, cash or other assets (including investments) associated with operating contracts, insurance administration and all internal and external financial operations.
7. Authorizes expenditures/purchase orders in compliance with Board policies.
8. Anticipates Board's, staff's and clients' needs and responds by making executive level decisions where appropriate to improve operations and services.
9. Initiates the writing of proposals and grants.
10. Creates and may serve as a member where appropriate on essential committees.
11. Manages capital improvement plan and formula funding, including organizing projects, cost estimating, budgeting, design, construction, procurement, bidding, general oversight construction projects and close-out.

**C. Directs and coordinates activities of managerial personnel engaged in carrying out Authority objectives.**

1. Designs, implements and administers all Authority functions and sub-functions so as to meet (or exceed) Authority PHA's goals.
2. Reviews, maintains and implements all appropriate Authority personnel policies and procedures.
3. Establishes goals and objectives for senior staff.
4. Supervises, monitors and evaluates performance of personnel.
5. Compiles Authority budgets for Board review and approval and reviews entire Authority budget.
6. Reviews/approves and implements regulations and notices from governmental and regulatory agencies and responds to such in (written) timely manner.
7. Reviews/approves workload, schedules, personnel assignments, status of on-going work, projects and available personnel for work assignments in order to plan Authority activities.
8. Provides general oversight of the management and maintenance of all housing developments to ensure a high degree of livability at the lowest possible cost.

9. Assigns/approves specific duties to personnel and special projects, considering individual knowledge and experience.
10. Supervises the purchases of equipment, materials, and labor to satisfactorily meet the standards of good and proper maintenance.
11. Reviews/approves reports, papers and other records prepared by personnel for clarity, completeness, accuracy and conformance with Authority policies.
12. Provides general oversight in the selecting of tenants, the execution of leases, the collection of rents, and the enforcement of leases and required by Board policies and procedures.
13. Coordinates work activities of administration with other departments, sections or agencies to prevent delays in actions required or to improve services to residents.
14. Supervises and arranges for orientation and training of full time and part time personnel.
15. Approves leave requests, commendations and disciplinary actions.
16. Maintains a high degree of personal flexibility and capability to address multi tasks and assignments of the Authority.
17. Assures confidentiality of personnel information, processes and data which would be damaging if not properly safeguarded.

**D. Performs other such duties as may be assigned by the Board of Commissioners.**

**E. The position requires:**

1. Knowledge of the principles and methods of executive level management.
2. Ability to establish and maintain effective working relationships with staff members, community leaders and regulatory Authority administrators.
3. Ability to prepare and issue clear and concise instructions, both verbally and in written form.
4. Ability to research and gather essential data relating to housing management and maintenance issues.
5. Working knowledge of governmental rules and regulations.
6. General ability to understand blueprints, engineering drawings and technical documents.
7. Ability to determine appearance and conditions of all building owned or managed by the Marblehead Housing Authority.

**II. POSITION REQUIREMENTS AND QUALIFICATIONS**

**A. Minimum Qualifications.**

1. Four (4) years experience in housing managements, community development, public administration or a closely related field, or three (3) years plus a Bachelor's degree. A Bachelor's degree from an accredited college or university is preferred.
2. Four (4) years in management capacity at a public housing authority or other similar experience.
3. Supervised a staff of six (6) or more for at least one year.

4. Excellent written and oral communications skills, proven leadership ability, the skills necessary to provide management consultation, guidance and advice to officials on a broad range of public housing programs.
5. Ability to demonstrate sensitivity to the problems and concerns of resident groups and the needs of special interest groups.
6. Prior skills in budgeting, personnel management and public relations.
7. Has working knowledge of fiscal management, maintenance systems, personnel and administration management systems in public or private housing.
8. Substantial background in the implementation of management controls and systems.
9. Considerable knowledge of local, state, and federal governmental procedures and regulations as they relate to housing development, construction and the management of local housing authority operations.

**B. Unique expertise/certification/registrations required.**

1. Ability to travel between various buildings owned and operated by or in other Marblehead Housing Authority programs and to other meeting locations as required. From time to time the holder of this position will be required to conduct site visits and walk-throughs of developments and dwelling units which would include the ability to traverse over a 1/4 mile at a time and to use stairs. In situations which are deemed emergency and require the attendance of the Executive Director, the individual must be able to transport themselves to a development in a timely manner.
2. Public Housing Manager Certificate from a HUD approved organization is required within two (2) years of employment, but may be substituted by certification as a property manager or similar classification by a nationally recognized housing or real estate organization, or by certification as a MPHA of a DHCD-approved Massachusetts Public Housing Administrator Certification Program.
3. Must be bondable.
4. Ability to maintain and enforce confidentiality in all assignments.
5. Ability to work harmoniously with other Authority personnel, government organizations, town officials, and other agencies.
6. Ability to relate to and interact with residents in low and moderate income housing settings and with varying abilities.
7. Ability to be flexible and perform work under time pressure.
8. Ability to train and give directions to other staff.

**C. Working conditions.**

1. Ability to work in an office environment.
2. Ability to deal effectively with wide range of people including but not limited to governmental officials, other executive directors, funding agencies and applicants/residents.
3. Ability to work in a public housing environment in all weather conditions and to be available to on-call staff 24 hours a day, seven days a week including holidays.

**D. Work schedule.**

1. Ability to work at least 37.5 hours per week and to attend monthly Board meetings at the Authority, as required.
2. Must have the ability to be available to on-call staff 24 hours a day, seven days a week including holidays and to effect appropriate responses to such calls. A designee may be appointed to cover during out-of-state travel or vacations.

**E. Equipment used.**

Competency in operating computer, priority public housing computer software, printers and general office equipment, smart cell phones, intercom and other office equipment.

**III. APTITUDE REQUIREMENTS.**

**A. Cognitive**

**1. Analytical.**

- a. Ability to apply principles of logical thinking, to define problems, collect data, establish facts and draw conclusions; to interpret a variety of technical instructions
- b. Ability to deal with several concrete/abstract variables or unknowns simultaneously
- c. Ability to solve practical problems and to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form

**2. Communication.**

- a. Ability to compose original correspondence, follow rules and regulations and have increased contact with people
- b. Ability to interview, counsel or advise people
- c. Ability to understand safety rules, warnings and instructions in the use and maintenance of facility and equipment
- d. Ability to log in data and draft data summaries and correspondence
- e. Ability to complete reports with proper format, punctuation, spelling and grammar
- f. Ability to record and deliver information; to explain complex procedures to others; to follow and give verbal and written work orders
- g. Ability to answer inquiries from residents/staff/public
- h. Ability to converse with officials, service providers, disgruntled residents and the general public

**3. Mathematical.**

- a. Ability to use practical application of system of real numbers, fractions, percentages and ratio
- b. Ability to compile, compute and present mathematical information
- c. Ability to calculate variables, formulas and proportion variables

**B. Administrative Detail.**

- a. Ability to develop programs, plans and forecasting tools
- b. Ability to develop and implement capital plans and needs of all properties
- c. Ability to complete forms; record and locate data accurately and reconcile data from different sources
- d. Ability to innovate and create analysis

**Please note:** The Marblehead Housing Authority is an equal opportunity employment provider. As such, an applicant with a disability may satisfy the job requirements with or without reasonable accommodations.